



Administration
& Management

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

June 2, 1993

ADMINISTRATIVE INSTRUCTION NO. 86

SUBJECT: Office of the Secretary of Defense (OSD) Forms Management Program

- References:
- (a) Administrative Instruction No. 86, subject as above, November 21, 1985 (hereby canceled)
 - (b) [DoD Instruction 7750.7](#), "DoD Forms Management Program," May 31, 1990
 - (c) [DoD 7750.7-M](#), "DoD Forms Management Program Procedures Manual," August 1991, authorized by DoD Instruction 7750.7, May 31, 1990
 - (d) Office of the Secretary of Defense "Organization and Functions Guidebook," July 1992
 - (e) [DoD Directive 5110.4](#), "Washington Headquarters Services (WHS)," May 6, 1991

1. REISSUANCE AND PURPOSE

1.1. This Instruction:

1.1.1. Reissues reference (a) to update policies governing the OSD Forms Management Program, as required by reference (b).

1.1.2. Supplements references (b) and (c) and updates the policy for administering the DoD Forms Management Program in the OSD.

1.1.3. Updates the policy and procedures for processing Secretary of Defense (SD) forms that are sponsored by the OSD Components. The processing of new and revised Department of Defense forms, Standard Forms (SFs), Optional Forms (OFs),

and OSD Component-sponsored exceptions to the SFs and the OFs is outlined in references (b) and (c).

1.1.4. Continues to authorize the semiannual publication of OSD 86-L, "Listing of Approved Secretary of Defense (SD) Forms."

1.2. The objectives of the OSD Forms Management Program are to ensure that responsible officials at all levels in the program shall:

1.2.1. Ensure that a form satisfies a valid need and is necessary for the efficient and economical operation of the OSD.

1.2.2. Minimize the cost of using forms by developing forms that are easy to fill-in, read, transmit, process, and retrieve.

1.2.3. Increase the usefulness of information on forms through proper design and clear instructions.

1.2.4. Promote standardization and consolidation of forms.

1.2.5. Promote the use of technology to facilitate the creation, distribution, and use of forms.

1.2.6. Promote the use of common definitions of information in forms.

2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD) and the DoD Field Activities, as defined in the "OSD Organization and Functions Guidebook" (reference (d)) (hereafter referred to collectively as "the OSD Components").

2.2. Applies to the creation, revision, cancellation, distribution, and use of SD forms, including hardcopy and electronic forms.

2.3. Does not apply to forms:

2.3.1. That are used exclusively for cryptological activities.

2.3.2. With an annual usage of 100 or fewer, except for the SFs and the OFs.

2.3.3. That are used only once as part of a survey.

2.3.4. That are formats, as defined in DoD 7750.7-M (reference (c)).

2.3.5. That are without spaces for entering information; e.g., instruction sheets, bulletins, pamphlets, notices, contract clause sheets, placards, pattern letters, guide letters, and form letters.

2.4. Encourages the assignment of a form number to those forms discussed in paragraphs 2.3.1. through 2.3.5., above. Numbering the form provides a means to control it for referencing, printing, distributing, and for maintaining the inventory of forms.

3. DEFINITIONS

With the exception of the following, all terms are defined in DoD 7750.7-M (reference (c)):

3.1. OSD Component Forms Point of Contact (FPOC). The person in the OSD Component responsible for coordinating and/or complying with the policies and procedures of the OSD Forms Management Program in sections 4. and 6., below.

3.2. Secretary of Defense (SD) Form. A form approved by the OSD Forms Management Officer, and authorized for use in the OSD. The form is prenumbered and bears the "SD" designation. It is started or sponsored by an office of primary responsibility in the OSD. The use of the form is either prescribed or adopted. The SD Form may be hardcopy, electronic, or other media.

3.2.1. Prescribed SD Form. Prescribed by an Administrative Instruction (AI) for use by two or more OSD Component offices.

3.2.2. Adopted SD Form. Adopted for optional use by two or more OSD Component offices who have a common requirement. Its use is prescribed by an AI or respective OSD Component memorandum.

4. POLICY

Policy is defined in DoD Instruction 7750.7 and DoD 7750.7-M (references (b) and (c)).

5. RESPONSIBILITIES

5.1. The Director, Washington Headquarters Services, shall manage the OSD Forms Management Program under DoD Directive 5110.4 (reference (e)).

5.2. The Director, Directorate for Information Operations and Reports, Washington Headquarters Services, shall:

5.2.1. Implement the OSD Forms Management Program, in accordance with the guidelines in Chapter 1, paragraphs C1.4.2.1. through C1.4.2.5. of reference (c), and this Instruction.

5.2.2. Act as liaison between the OSD Components and the Office of the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence on all forms policy matters.

5.2.3. Provide guidance and assistance to the FPOCS on all forms matters.

5.2.4. Publish the OSD 86-L.

5.2.5. Provide forms design services for new and/or revised OSD Component Office Forms in the Directorate for Information Operations and Reports, Washington Headquarters Services (DIOR, WHS), within current manpower limitations.

5.3. The Heads of the OSD Components shall:

5.3.1. Be responsible for ensuring compliance with the OSD Forms Management Program in their respective organizations.

5.3.2. Designate an individual, in writing, to act as "the OSD Component FPOC" to represent the OSD Component interests to the DIOR, WHS.

5.3.3. Submit all forms requests, actions, or queries through their respective OSD Component FPOC, to the DIOR, WHS.

5.4. The OSD Component Forms Point of Contact, under the authority of the Head of the respective OSD Component, shall:

5.4.1. Ensure that their respective OSD Component-sponsored forms are in compliance with the OSD Forms Management Program, DoD Instruction 7750.7 and DoD 7750.7-M (references (b) and (c)).

5.4.2. Act as liaison between the OSD Component and the DIOR, WHS, on all forms matters.

5.4.3. Provide guidance and assistance to the OSD Component users on all forms matters.

5.4.4. Manage their OSD Component-sponsored forms in accordance with the guidelines in Chapter 1, paragraph C1.4.4.1. through subparagraph C1.4.4.4.13. and subparagraphs C1.4.5.1. through C1.4.5.13. of reference (c), and this Instruction.

5.4.5. Arrange for the writing of printing specifications (and "prior-to-production samples," if required) for all new and/or revised OSD Component-sponsored forms.

5.4.6. Arrange for printing and stocking of all new and/or revised forms that their respective OSD Component sponsors.

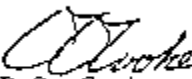
5.4.7. Notify the DIOR, WHS, of changes in sponsorship of OSD Component-sponsored forms due to reorganization or other factors.

6. PROCEDURES

The procedures for processing SD Forms are contained in references (b) and (c).

7. EFFECTIVE DATE

This Instruction is effective immediately.


D.G. Cooke, Director
Administration and Management